Spotlight

January 26, 2017

WIDA Initial Materials Shipment

The **WIDA ACCESS for ELLs 2.0** and **WIDA Alternate ACCESS for ELLs** test materials will be delivered to districts on **January 30, 2017**.

The materials are being shipped to the address that is listed for each District English Learner Assessment Coordinator in the Educational Entity Master (EEM).

Along with the test materials, the district and/or school will receive the following information in its shipment:

Packing List

- lists all material shipped to the district or school

Security Checklist

- lists all secure materials shipped to the district or school (with barcode ranges)

School Box Range Sheet

- shows the number of boxes packaged for each site within a district

  - For district sites, the School Box Range Sheet will identify the number of boxes packaged for each school and the district.

  - For school sites, the School Box Range Sheet will identify the total number of boxes shipped to the school.

Michigan State-Specific Directions

- provides explicit instructions for ensuring correct bubbling procedures are followed for Michigan as well as additional important Michigan-specific information

(Continued on next page)

Key: Reminder (previously run article)

▶

Call Center: 877-560-8378

These ancillary materials listed are used to inventory the materials that were received for testing. Every school or district will have a Security Checklist that details every secure material delivered. It is the responsibility of the district or school personnel to verify the secure materials against the checklist.

Any discrepancies found in the secure materials **must** be noted on the Accountability Form. To complete the form, go to **Materials→Accountability Form** in WIDA AMS and select the school where the material discrepancy was found.

At the bottom of the list of materials, there is a space labeled "Record reasons for discrepancies here." Record the secure barcode of the material and list the inconsistency.

Once materials have been inventoried, additional material orders may be placed in WIDA AMS beginning on **January 30, 2017**.

Please contact **DRC Customer Support** with any questions about materials shipments or WIDA AMS at WIDA@DataRecognitionCorp.com or 1-877-560-8378, Option 5.

WIDA Testing Window Opening

The WIDA ACCESS for ELLs 2.0 and WIDA Alternate ACCESS for ELLs testing window will be open **February 6 – March 24, 2017**.

MI-Access Spring 2017 Administration Webcast

The Office of Standards and Assessment is pleased to present a webcast for the Spring 2017 MI-Access administration from Wayne RESA on March 8, 2017. The webcast will cover updates to the assessment

and participants will have the opportunity to submit questions during the event.

While important updates will be covered, the focus will be on administration of the assessments. This event will be particularly helpful to those professionals who are directly administering the assessment to students.

Further details will be published in the Spotlight prior to the event. Please mark your calendars and join us at the following:

MI-Access Spring 2017 Administration Webcast

When: **Wednesday, March 8, 2017**

Time: **2:30 PM to 4:00 PM**

Where: **MIStreamnet.org (Live and Archived)**

Email Q&A: **TBA**

Assessment Integrity Guide Update: Seating Charts

Michigan's Assessment Integrity Guide (AIG), located on the Assessment and Accountability Grades K-12 web page (www.michigan.gov/baa), was updated and approved by the State Board of Education in April 2016. It contains our state standards for professional and ethical conduct for the administration of state assessments. The **OSA Security Compliance Form** includes your certification that you have read and will adhere to the AIG.

We would like to call your attention to **page 13** – **Seating Charts**. Seating charts document testing attendance and seating arrangements. They may be used in the event of missing materials or test results, or during investigations into incidents like cheating or

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

other test irregularities. Documentation is more reliable than memory.

Schools can create seating chart templates that best suit their needs. The following minimal information must be collected for each test session:

- the test session start and stop times

- names of the Test Administrator and any Proctors

- the location of the room, such as a room number, and a description of the testing area (e.g., classroom, computer lab, library, or cafeteria)

- the test administered, content area, and grade level (if online, include session name)

- participating students' names and seating locations

- if a paper/pencil test administration, the test booklet number

Appendix C of the AIG has several examples.

Feel free to fill out as much of the chart as is convenient in advance. It will be important to update it at the time of testing—for example crossing out students who were absent or updating seat numbers.

Please retain seating charts with other test documentation for three years. MDE will require you to submit seating charts with missing test issues or testing irregularities. In previous years, lists of testing students were often compiled in advance and then not updated on the day of testing, making it much harder to reconstruct what happened weeks and months later. A few minutes at the time can save hours later.

Assessments delivered in a one-on-one administration do not require seating charts. These tests include:

- MI-Access Supported Independence

- MI-Access Participation

- WIDA ACCESS for ELLs 2.0 – Kindergarten

- WIDA ACCESS for ELLs 2.0 – Grades 1-12 paper/pencil Speaking Domain

- WIDA Alternate ACCESS for ELLs

Assessment Security Training for District- and Building-level Assessment Staff Available Soon

MDE and Michigan Virtual University are in the process of developing a new Assessment Security Training series that will be targeted for district assessment coordinators, building assessment coordinators, test administrators, and test proctors. This optional 4-module online training program, based on the MDE Assessment Integrity Guide, will culminate in a printable certificate of completion. Some of the objectives of the training include:

- explain why test security is important to ensure test validity as a true measure of what students know and are able to do in relation to Michigan's content standards

- describe the different staff roles for test administration and how each person is important to maintaining test security

- discuss how effective and thorough training of staff helps prevent most test misadministrations

- demonstrate how to prepare and monitor the testing environment to prevent problems and breaches in security

- compare the difference between distracted students and prohibited student behaviors

- be prepared to recognize and act appropriately when problems arise

The online training is expected to be launched in late February or early March in time for the upcoming Spring 2017 assessments. While the training is not mandatory, it is recommended for all staff involved in testing, and especially for staff and schools that have had assessment misadministrations or test invalidations. More information on the training will be available soon, so watch the Spotlight for details.

New Science Pilot for Spring 2017

The Michigan Science Pilot Assessment will be available for Spring 2017 testing for students in grades 5, 8, and 11. This assessment is based on Michigan's recently adopted K-12 Science Standards. The Michigan Department of Education (MDE) is seeking schools and districts to volunteer to participate in the Science Pilot Assessment. This assessment is only offered online, and there are no accommodations provided other than typical online tools (highlighter, magnifier, color chooser, etc.). The science pilot will be conducted during the M-STEP testing window, **April 10, 2017 – May 26, 2017.**
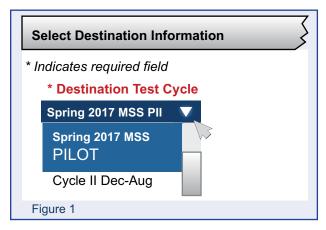
Each participating student will be administered one item cluster consisting of a scenario and 5-8 questions. These item clusters are designed to take students 10-15 minutes to complete. There will also be a short survey for students at the end of the pilot assessment. Schools may decide whether an entire class will participate in the pilot, or a subset of the class.

Since this is a pilot assessment, no data will be returned to schools or districts. The data captured will help MDE create a valid operational test for the Michigan K-12 Science Standards in the future.

If your school or district is interested in participating in Michigan's Science Standards (MSS) Pilot this spring, you do not need to contact MDE – just complete the following steps:

Pre-Identification

- Participating students in grades 5, 8, and 11 must be pre-identified on the Secure Site (www.michigan.gov/baa-secure) to the **Spring 2017 MSS Pilot**. The MDE will **not** pre-identify students for the Spring 2017 science pilot (see Figure 1).

Figure 1

- Pre-identification on the Secure Site is open until **May 26, 2017.**

- The initial data pull of pre-identified students to eDIRECT will be on **March 10, 2017** after **5:00 PM.**

- Schools will have access to the pre-identified students to establish test sessions in eDIRECT on **March 17, 2017.**

(Continued on next page)

- After the initial load of students into eDIRECT, any new or additional students must still be pre-identified on the Secure Site. The students will be copied into eDIRECT twice a day through the end of testing.

- Students can be pre-identified on the Secure Site using any of the following methods:

  - Pre-ID File Upload
  - MSDS Copy
  - One Student at a Time

- Complete instructions for pre-identification of students for the Spring 2017 MSS Pilot can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on "Pre-Identification of State Assessments" under the **Pre-Identification/ Student Search** section.

Test Session Creation

Pre-identified students will need to be put into online test sessions.

- Schools will **not** put students in test sessions on the Secure Site as done with other state assessments.

- Schools will need to place students into test sessions in eDIRECT starting on **March 17, 2017**, once the students have been transferred to eDIRECT. All students must be pre-identified in the Secure Site first in order to be transferred to eDIRECT and then placed into test sessions. Students can be pre-identified for testing up through **May 26, 2017**.

If you do not have access to the Secure Site and need access, instructions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) by clicking on **How do I get access to the Secure Site?**

Student Log In

The pilot test will use the same INSIGHT software (and TSM back end) used by M-STEP and other statewide tests. If your computers are set up for M-STEP, they are already set up for the pilot test. Students will simply select the icon for pilot testing to log in.

Important Note

The Science Pilot Assessment is an optional assessment, and is **in addition** to the required M-STEP science assessment in grades 4, 7, and 11. The Pilot Assessment **does not replace** the M-STEP science assessment. Please make sure this information is communicated to all assessment staff in the pilot-participating school.

2017 Michigan School Testing Conference

The 2017 Michigan School Testing Conference (MSTC) will be held **February 14-16, 2017** at the Kensington Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. It offers a program that is unique in its match to the needs of Michigan educators, and will feature examples of outstanding practices from the educators themselves, as well as state and nationally renowned experts in the field.

Conference workshops will be offered on **Tuesday, February 14, 2017** from **8:30 to 11:45 AM** and **1:00 to 4:15 PM**, with registration beginning at 7:30 AM.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Spotlight

on Student Assessment and Accountability

A light lunch will be offered for all conference workshop attendees.

The regular conference will begin on **Wednesday, February 15, 2017 at 9:00 AM** and will continue through **3:45 PM on Thursday, February 16, 2017**, with registration beginning at 8:00 AM both days.

Keynote presenters include Margaret Heritage (WestEd), Venessa Keesler (MDE), and Brian Gong (Center for Assessment).

For conference program information and registration, go to the [MSTC online registration site](https://miemonline.gomiem.org/miem/MSTC) (https://miemonline.gomiem.org/miem/MSTC).

SAT Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

Call the Michigan Educator Hotline at 866-870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org.

Reminders

1. The Pre-ID window for PSAT 8/9, PSAT 10, and SAT is **January 9 – February 14, 2017**.

2. The deadline to request or submit changes to accommodations is **February 14, 2017**. A reminder that the use of translated test directions or a bilingual glossary are now college-reportable and do not require an approval from SSD to use these supports.

Start Time

The standard test day schedule includes testing room doors closing at 8:00 AM for any pre-administration activities and testing beginning at 8:30 AM. Schools may alter the start time by 30 minutes and therefore close testing room doors as early as 7:30 AM or as late as 8:30 AM, and they may start testing any time between 8:00 AM and 9:00 AM without the need for approval.

Schools must contact the Michigan Educator Hotline for consideration and approval to start earlier or later than these times. The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations.

We will support afternoon testing for PSAT 8/9 or PSAT 10 **ONLY**. Be sure to start testing early enough for students to finish before the end of the school day.

Late Arrivals

Associate supervisors may admit latecomers until they start reading the directions for the first test. We recommend having a late-arrivals room for students who arrive after the directions for the first test have begun. The supervisor in a late-arrivals room must close the door before the start of the first scheduled break in testing that is already in progress.

Students in a late-arrivals room may begin testing no more than 45 minutes after testing has begun in the other testing room. Students who arrive after this time will need to test on the makeup date. The start time described above does not apply to a late-arrivals room.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Spotlight

on Student Assessment and Accountability

Information on ACT WorkKeys® provided by the ACT®.

Training Videos Posted

ACT recently added new test administration training videos to the MI State Testing Website.

To view videos, take the following steps:

1. Go to your program's web page (www.act.org/stateanddistrict/michigan)

2. Select the **Training** tab.

3. Select the **Test Administration Training** link under that heading.

4. Select your state, city, and school.

5. Enter your first and last name and then select Next.

6. Select the active links for the videos you wish to view.

Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)

2. call ACT at 800-553-6244

   ◆ standard time: ext. 2800

   ◆ accommodations: ext. 1788

3. email accommodations questions to ACTStateAccoms@act.org

Spotlight

on Student Assessment and Accountability

Important Dates

Approaching Deadlines!

Online Testing

January 26, 2017:

- **WIDA** Test Exceptions window closes

Paper/Pencil Testing

February 3, 2017:

- 2017 Alternate Material Delivery Request Deadline. Use this form (https://baameap.wufoo. com/forms/2017-alternate-material-delivery-request-form/) to request alternate material delivery dates for **M-STEP** and **MI-Access** Materials.

Coming Next Week . . .

Paper/Pencil Testing

January 30, 2017:

Districts receive **WIDA** test materials

January 2017

Paper/Pencil Testing

Now – February 14, 2017:

- Initial Material Order window for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**

- Pre-ID for material order counts for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**

- Pre-ID for printed barcode labels for **SAT**, **PSAT**, **WorkKeys**, **M-STEP**, and **MI-Access**

- Accommodated material ordering for **M-STEP** and **MI-Access (FI only)**

January 30 – March 17, 2017:

- **WIDA** Additional Materials Order Window in WIDA AMS

Online Testing

Now – February 9, 2017:

- Alternate INSIGHT Availability requests for schools with regular instructional hours after 4:00 PM, who plan to schedule **M-STEP** or **MI-Access** test sessions that extend beyond 4:00 PM. Submit request here (https://baameap. wufoo.com/forms/alternate-insight-availability-request-2017/).

Now – February 27, 2017:

- Online Test Session setup in Secure Site for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

Now – May 26, 2017:

- Pre-ID of students for online testing for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments,** and **Michigan Science Pilot Assessment**.

Spotlight

on Student Assessment and Accountability

Important Dates

Online and Paper/Pencil Testing

Now – May 26, 2017:

- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request here (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/)

February 2017

Online and Paper/Pencil Testing

February 6 – March 24, 2017:

- **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs testing window

MSTC

February 14 – 16, 2017:

- Michigan School Testing Conference (MSTC) – for information and registration, go to the MSTC online registration site (https://miemonline.gomiem.org/miem/MSTC)

March 2017

Online and Paper/Pencil Testing

Wednesday, March 8, 2017:

- **MI-Access** Spring 2017 Administration Webcast 2:30 PM to 4:00 PM MIStreamnet.org (Live and Archived)

Have Questions?

Email BAA@michigan.gov for assessment questions.

Email MDE-Accountability@michigan.gov for accountability questions.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues